USING PAINT	81
Opening a Document	
Using the Paint Tool Box	נט גע
Using the Color Box	
Switching between Programs	
Sharing Information between Programs	
SECTION 4: MANAGING FILES	
SECTION SKILLS AND THEIR IMPORTANCE	04
USING MY COMPUTER	
Viewing Your Computer Components	
Changing the My Computer View Options	93 07
Arranging Loons and Sorting Lists	/ ۲
Arranging Icons and Sorting Lists.	98
Displaying and Using the Toolbar	100
Creating and Deleting Folders in My Computer	102
Formatting Floppy Diskettes Using My Computer	104
Copying and Moving Files Using My Computer	107
USING EXPLORER	
Starting Explorer	109
Using the Explorer Window	110
Expanding and Collapsing Levels	
Viewing Drives and Folder Contents	113
Creating and Deleting Folders in Explorer	114
Renaming Files and Folders	116
Copying and Moving Files Using Explorer	
Using Undo	
Finding a File	
Viewing a File with Quick View	
USING THE RECYCLE BIN	
Restoring a File from the Recycle Bin	
Emptying the Recycle Bin	. 126
SECTION 5: USING WINDOWS NT OPTIONS AND ACCESSORIES	. 133
SECTION SKILLS AND THEIR IMPORTANCE	. 134
CUSTOMIZING WINDOWS NT	. 135
Selecting a Pattern or Wallpaper	. 136
Changing Appearances	. 139
Controlling the Mouse	141
WORKING WITH SHORTCUTS	. 144
Creating Shortcuts	
Renaming and Deleting Shortcuts	
CUSTOMIZING THE START MENU	
Adding a Program to the Start Menu	118
Removing a Program from the Start Menu	151
USING ACCESSORIES	152
Using Calculator	
PRINTING WITH WINDOWS NT	, 1JJ 156
Identifying Printer Icons	
Adding a Printer	
Deleting a Printer	. 101
Managing Your Print Jobs	. 102